

Frequently Asked Questions Regarding Freedom of Information Act Requests

- **How do I obtain a copy of a Michigan State Police incident report?**
- **How do I obtain a copy of a traffic crash report (UD-10)?**
- **How do I obtain a copy of a Michigan criminal history record?**
- **Is there a fee for obtaining documents? If so, what is it?**
- **What if I am indigent and cannot afford to pay?**
- **How long does it take to get a response?**
- **I received a notice of extension, what does this mean?**
- **Do you offer same-day service?**
- **Can you email or fax documents? Can I pick up the documents when they are ready?**
- **How can I contact the Michigan State Police Freedom of Information (FOI) Unit?**

- **How do I obtain a copy of a Michigan State Police incident report?**
 - To obtain a copy of a Michigan State Police incident report, you must submit a written request; this can be done via mail, email or fax. You may use the [RI-101 Request for Public Records Form](#) to assist in requesting the report; however the RI-101 form is not required.
 - **Note:** Please do not send more than one copy of your request, regardless of request method (e.g. do not email *and* fax the same request).

- **How do I obtain a copy of a traffic crash report (UD-10)?**
 - To obtain a copy of a traffic crash report (UD-10), you may submit a written request to the Freedom of Information (FOI) Unit. You can also obtain one instantly by using the [Traffic Crash Purchasing System](#).
 - **Note:** To order online, you must have the following information: driver's license number of one of the drivers involved in the crash, date of birth of a driver involved in the crash, and date of the crash OR the crash number, date of birth of a driver involved in the crash, and date of the crash. The fee is \$10.

- **How do I obtain a copy of a Michigan criminal history record?**
 - To obtain a copy of a Michigan criminal history record, you may submit a written request to the FOI Unit. You can also obtain one instantly by using the [Internet Criminal History Access Tool](#).
 - **Note:** To order online or request a criminal history record from the FOI Unit, you must have the subject's first and last name, sex, and date of birth. The fee is \$10.

- **Is there a fee for obtaining documents? If so, what is it?**
 - Traffic crash reports and criminal history records are \$10 each. The fee for obtaining an incident report varies based on the number of pages, type of additional information requested (e.g. audio, video, photos), and labor costs for review and retrieval of the documents. The FOI Unit is unable to provide estimates of fees over the phone. After the FOI Unit begins processing your request, if the cost will be more than \$5, you will receive a written estimate of the fee.
 - **Note:** Payment can be made via check or money order, payable to the State of Michigan. Payment may also be made online with a credit card; there is a \$2 processing fee for online payments.

- **What if I am indigent and cannot afford to pay?**

- If you are indigent, you may submit an [RI-103 Affidavit of Indigency](#) along with your FOI request. If you qualify, the first \$20 of the fee will be waived. The indigent waiver is limited to twice in any calendar year.
- **How long does it take to receive a response?**
 - Once the request is received, a response will be sent to you within five business days. The response may be a notice of extension to provide the FOI Unit with additional time to search for and retrieve the records.
- **I received a notice of extension, what does this mean?**
 - A notice of extension is sent to the requestor when additional time is needed to process the request.
- **Do you offer same-day service?**
 - Due to the volume of Freedom of Information Act requests received and the need to obtain documents from off-site locations, the FOI Unit does not have the ability to process same-day requests.
- **Can you email or fax documents? Can I pick up the documents when they are ready?**
 - Not all documents can be emailed or faxed due to security policies and privacy concerns. If advance notice is provided to the FOI Unit, documents may be picked up at MSP Headquarters in Lansing. If there is a fee for obtaining the documents, payment must be made prior to receiving the documents.
- **How can I contact the FOI Unit?**
 - Mail: Michigan State Police, FOI Unit, P.O. Box 30634, Lansing, Michigan 48909
 - Overnight Mail/Physical Address: 333 S. Grand Avenue, Lansing, MI 48933
 - Phone: (517) 241-1934
 - Fax: (517) 241-1935
 - Email: MSP-FOI@michigan.gov